

# CHECKLIST FOR OBTAINING A KANSAS LICENSE THROUGH REQUIREMENTS MET IN ANOTHER STATE

July 1, 2007

**COMPLETE THE CHECKLIST BELOW BEFORE MAILING THE APPLICATION TO THE KANSAS REAL ESTATE COMMISSION (KREC). PLEASE READ CAREFULLY. INCOMPLETE APPLICATIONS MAY BE RETURNED.**

- \_\_\_\_\_ 1. Be at least 18 years of age and have a high school diploma or GED equivalent.
- \_\_\_\_\_ 2. Completed fingerprint package sent to KREC:  
(Fingerprint card \_\_\_\_\_ Waiver form, \_\_\_\_\_ \$64.00 money order or cashier's check made payable to KREC \_\_\_\_\_)  
The completed package may be sent to KREC *prior* to the license application. A fingerprint packet is available from most Kansas real estate schools, Kansas exam centers, or by e-mailing [brooke.daniels@krec.state.ks.us](mailto:brooke.daniels@krec.state.ks.us).
- \_\_\_\_\_ 3. Course certificate and Score Report from licensure exam postmarked to KREC **within 6 months** of the course completion date and the date the exam was passed.  
(a) **Salesperson:** 30-hour course entitled "Kansas Practice Course" \_\_\_\_\_  
Passing Score Report from Kansas portion of the salesperson exam \_\_\_\_\_.  
(b) **Broker:** 4-hour course entitled "Kansas Law Course" \_\_\_\_\_ Score Report from Kansas portion of the broker exam \_\_\_\_\_.  
  
To be waived from completing the national portion of the Kansas licensure exam, you must show proof of a current real estate license in another state to the exam center representative as demonstrated by one of the following: 1) certification of licensure issued by the state's licensing agency, 2) current license or pocket card, 3) license record printed from the state's licensing agency's web site, or 4) waiver issued by KREC.
- \_\_\_\_\_ 4. Application for License provided with the passing score report at the exam center. If you are a broker applicant, include the experience pages (available at the exam center or from [www.Kansas.gov/krec/forms.html](http://www.Kansas.gov/krec/forms.html))
- \_\_\_\_\_ 5. All questions have been answered on the application and all requested documentation has been provided. Question #1 will usually be answered "Yes". On the line after question #1, list the states in which you are now and in which you have previously been licensed. A certification of licensure is required for each state.

Contact the applicable real estate commission to order the license certification. (This is a history of your license, not a copy of your license.) The certification must show how you got your license (reciprocity, exam, etc) and the education requirements for that state. Your certification of licensure must also include a complete and continuous history of your license including dates and types of licensure, inactive or expired status and any record of disciplinary action. The certification must be received by KREC within 6 months of the date the certification was issued. If you obtained your nonresident license without completing a pre-license course or national exam, please e-mail [brooke.daniels@krec.state.ks.us](mailto:brooke.daniels@krec.state.ks.us) for further instructions.

**Salesperson:** The Supervising or Branch Broker's Statement must be completed, signed and dated by a Kansas licensed broker.

**Broker:** If you propose to be the supervising broker for the company, sign and date the application as such. Otherwise, a Kansas supervising or branch broker must complete and sign the Supervising or Branch Broker's statement. Broker applicants are required to be licensed and actively engaged in real estate (minimum of 8-10 completed transactions per calendar year) for two years during the five years immediately preceding the date of the application or show related business or combination of experience and education which KREC believes qualifies you to act as a broker and be equivalent to all or part of the experience required. Experience pages must be included with your application. If you did not receive the experience pages at the exam center, you may obtain them from the KREC website at [www.kansas.gov/krec/forms.html](http://www.kansas.gov/krec/forms.html). If you are currently licensed in Kansas as a salesperson, return your salesperson's wall license with your application. If your application for a broker's license is denied, the salesperson's license will be returned.

- \_\_\_\_\_ 6. If you are not a resident of Kansas, a notarized Nonresident Form must accompany your application (download from [www.kansas.gov/krec/forms.html](http://www.kansas.gov/krec/forms.html)).
- \_\_\_\_\_ 7. All supporting documentation requested on the application has been enclosed.  
  
Include copies of orders, petitions, complaints, settlement agreements, judgments, charges, orders of conviction, sentencing, release from probation or post-release supervision, employment permits, etc. See Questions 2, 4, 5 and 6. If you answer yes to Question #5 on the application, a letter of explanation from you and a letter from your proposed broker stating that he/she has reviewed the court documents concerning your criminal history (the letter must state what the charges are) and is willing to supervise you under the circumstances.
- \_\_\_\_\_ 8. Enclose \$15.00 application fee and prorated license fee (see fee schedule provided at exam center or download from [www.kansas.gov/krec/forms.html](http://www.kansas.gov/krec/forms.html)). The license fee is prorated according to the last name of the applicant. Broker applicants opening a new company or branch must include a \$25.00 open office fee. Fees may be combined into one check made payable to KREC.

**SALESPERSON APPLICANTS: YOU MAY NOT ADVERTISE, SHOW OR SELL KANSAS REAL ESTATE UNTIL YOUR SUPERVISING OR BRANCH BROKER HAS RECEIVED YOUR LICENSE.**

**Mail to:** Kansas Real Estate Commission, Three Townsite Plaza, Ste 200, 120 SE 6<sup>th</sup> Ave, Topeka KS 66603

4/29/2008